



TCL Edu Associates Programs: Administrative Office Technology

Individuals who pursue a career in [Administrative Office Technology](#) work as administrative assistants in a variety of professional settings including medical offices, accounting firms and other businesses.

CAREER OPTIONS:

[TCL](#) offers an Associate in Applied Science major in Administrative Office Technology, Administrative Support Diploma, and Administrative Office Technology Certificates including Medical Office Assistant and Word Processing. In 2009, the average annual income in South Carolina for Administrative Office Personnel was \$26,650.*

*Source: US Department of Labor, Bureau of Labor Statistics.

PROGRAM DESCRIPTION:

The Administrative Office Technology program prepares graduates to be administrative assistants in today's modern offices. Students gain proficiency in keyboarding, word processing, machine transcription, accounting, office procedures and business

communications to include presentation graphics, desktop publishing and spreadsheets. Students master office skills required by professional businesses and the medical profession. Practical applications serve to broaden career options and advancement opportunities.

Within the Administrative Office Technology program, there are several specialty tracks that students can pursue such as:

- ☐ The Associate in Applied Science major
- ☐ The one-year Administrative Support Diploma
- ☐ Administrative Office Technology Certificate